



STAR Materials Grant Application

September 1, 2005 – April 30, 2006

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The purpose of the **STAR** Materials Grant is to provide essential leveled texts required to implement and administer the **STAR** program.

Qualifying schools may order Leveled Books, one title each, from the STAR Approved Publisher List. The school is responsible to pay up-front for the total amount of the book order. The Utah State Office of Education will reimburse the school up to \$500.00. \$500 is the maximum amount a school can receive for a book order, per year as funds are available.

Once an application has been approved, reimbursement will be included in the “monthly electronic funds transfer” to the school district office, to then be forwarded to the local school.

Instructions for Materials Grant:

Check boxes to indicate compliance with the following requirements:

Individual students are assessed, pre and post, for placement and progress reporting. (Send end-of-year summary report to USOE, attn: Sue Okroy.)

On-site school **STAR** Coordinator

At least one certified **STAR** Trainer

To continue the **STAR** program, the school **STAR** Coordinator and at least one certified **STAR** Trainer will attend a **STAR** training course each year.

List the names of those who attended training. Include date and location of training:

School has a space for a **STAR** Tutor Center (books and materials storage) and a designated space for tutoring.

Schedule an annual site visit with Sue Okroy, **STAR** Program Specialist, before ordering any books. (The site visit does not need to be *completed* prior to ordering books; it must, however, be *scheduled*.)

Complete the attached proposal to purchase **STAR** Materials. In your proposal include the following:

- Objectives for the **STAR** program at your school
- Name of principal
- Name of on-site school **STAR** Coordinator
- Name(s) teacher(s) involved with **STAR**
- Number of students participating in **STAR** and number of **STAR** sessions each student received
- Name of **STAR** volunteers and their contact information
- Identify materials school intends to purchase with \$500. Include publisher's name and book titles.

Please attach the typed proposal with this application (see pages 3-4).

Agreement of **STAR** implementation and maintenance:

I, _____, verify that **STAR** will be

Principal's name

implemented with fidelity at _____.

School name

understand that if **STAR** is not implemented and maintained, the school will repay the \$500 Materials Grant.

Signed: _____

Principal's signature

After the **STAR** Grant Application is reviewed, a written statement will be sent to the email addresses listed below:

Master Trainer: _____ email: _____

Coordinator: _____ email: _____

Principal: _____ email: _____

Proposal for **STAR** Materials

Applying School _____ District _____

School principal _____

School principal e-mail _____

On-site school **STAR** Coordinator _____

On-site school **STAR** Coordinator e-mail _____

Name(s) of teacher(s) involved with **STAR**:

_____	_____
_____	_____
_____	_____
_____	_____

Number of students participating in **STAR** _____

Number of **STAR** sessions each student received _____ (on average)

Name of **STAR** volunteers and their contact information:

Name _____	Contact _____
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Name _____	Contact _____
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Name _____	Contact _____
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Name _____	Contact _____
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Name _____	Contact _____
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Name _____	Contact _____
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Materials school intends to purchase with \$500. Include publisher's name and book titles.

Objectives for the **STAR** program at your school



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After receiving an Approval MEMO via email from Sue Okroy, the Star Specialist, do the following:

- 1) Print the desired order form from the web site. Order leveled books from **STAR** Approved Publisher List, one title each, except where indicated otherwise on the order form. The **STAR** Approved Publisher List can be located at: <http://www.usoe.k12.ut.us/curr/.....>
- 2) Mail copies of the following to (**STAR** specialist) at the address below:
 - Book Orders and proof of payment for the Book Orders
 - **STAR** Reimbursement Request Form

**Utah State Office of Education
Attn: Sue Okroy (801-538-7765)
250 East 500 South
PO Box 144200
Salt Lake City, Utah 84114-4200**

Applying School: _____

District: _____

Address: _____

_____ Zip _____

Telephone: _____

Principal's Signature

Date

STAR Coordinator's signature

Date